"Who would be free,
herself must strike the blow."

THE WOMAN TEACHER'S HANDBOOK

National Union of Women Teachers,
39 Gordon Square,
W.C.1.

THE NATIONAL UNION OF WOMEN TEACHERS
PASS ON THE SACRED FLAME

A Message from the President.

It is very gratifying to think that every girl-student now entering the teaching profession does so more fully equipped than any of her predecessors, inasmuch as she comes into the profession not only as an instructor, guide, and adviser of the young, but as one who, while helping to mould the characters of our future citizens, will be able to exercise the rights of a citizen herself.

The Equal Franchise Bill will ultimately have a very far-reaching effect upon the position and status of all women, and this we owe to the devoted endeavours of those pioneers who spared no efforts during the long struggle which preceded the Bill.

There is nothing truer than the old saying that "History repeats itself" and particularly is this so, when we consider that one generation, one century, one age always sows that another may reap. We are going to reap what the pioneers of the Women's Movement have sown, and therefore it is very fitting that we should, in our time, do our share, however small, in carrying the "Women's Cause" a step further.

As women teachers we can best accomplish this by helping on the work of the National Union of Women Teachers, a Union which, while providing everything that could be needed in the way of educational and professional help, legal aid, sustentation, a sick fund, a benevolent fund and a weekly paper, also furnishes an opportunity for all its members to expedite the victory which will advance not only the interests of women and children, but those of humanity at large; for whatever uplifts any part of the human race uplifts the whole.

In this way all those women teachers with the same aims can work together, and to each and all of them, whether already in the profession, or about to enter it, we wish "GOD-speed."

A. A. KENYON.

National Union of Women Teachers.

OBJECTS.

Attained.

To secure the franchise for women on the same terms as it is or may be granted to men.

To be Attained.

The National Union of Women Teachers, believing that the true ends of Education cannot be fully and completely served until Women Teachers have right conditions of work and adequate means of expression in educational matters, declares the following to be its objects:—

(*a*) To collect and express the opinions and wishes of women teachers and to secure their combined action.

(*b*) To secure equal pay and equal increments for men and women teachers of the same professional status.

(*c*) To secure the maintenance of each girls' and infants' departments under its own headmistress.

(*d*) To secure that the headships of all mixed schools shall be open to women equally with men.

(*e*) To secure that all the higher educational posts shall be open equally to men and women and with equal remuneration.

(*f*) To protect the interests of women teachers with regard to superannuation.

(*g*) To secure representation of women teachers on all education authorities.

(*h*) To secure direct effective representation of women teachers on all local governing bodies and in Parliament.

(*i*) To convene conferences on educational subjects and to promote such questions as have for their object the well-being of women and children

Colours - - **Green and Gold.**

What the N.U.W.T. is.

Pages 11 to 14 set out the benefits, safeguards and advantages which are secured to the members of the National Union of Women Teachers. Some or all of these amenities can be obtained by joining any teachers' organisation, but the National Union of Women Teachers has been, from its inception, something more than a Teachers' Protection Society.

The N.U.W.T. is a body of progressive women teachers engaged in the various types of schools which go to make up the English educational system. Lecturers in Training Colleges, Teachers in Special Schools, Primary Schools, and Secondary Schools, Teachers of Domestic Subjects, Teachers in Poor Law Schools, Class Teachers and Head Teachers, all, whether working in town or country, have found their spiritual home as well as their professional Union in the National Union of Women Teachers.

The members of the Union are pledged to a crusade of reform. Their aim is to eradicate, not only in the teaching profession, but in all other walks of life, those grave inequalities of payment and opportunity, which are responsible for so many of the social, economic, and political disabilities of women. The struggle to establish the right of women to work side by side with their men colleagues in equal comradeship has been a long one, and is by no means over. The passing of the Equal Franchise Act marks the end of one phase of the struggle, and in the winning of that victory the Union

has played a worthy and a prominent part (see page 7).

With this new tool, the vote, the National Union of Women Teachers will be able to work more strenuously, and, of course, more effectively than it has ever worked before, for Equal Pay and Equality of Opportunity. To attain these two measures of justice is the next objective of the Union, and the quickest way to compass that objective is to rally to our cause a large body of informed public opinion.

It is because the N.U.W.T. is the only teachers' Union that has ever endeavoured to marshal public opinion on the side of justice in these matters that every woman at the outset of her career is urged to become a member, and so bear her part in the work this Union is doing for the status of the women workers of this and future generations.

General Secretary, Miss FROUD,
39 Gordon Square,
London, W.C.1.

What the N.U.W.T. has done.

Since the National Union of Women Teachers came into being, pledged to work ceaselessly for equality for men and women teachers, and the best conditions for the children whom they teach, it follows that the Union has had to do an enormous amount of work to educate public opinion on these questions.

It is impossible in a few lines even to

enumerate the deputations, the demonstrations, the out-door and indoor meetings, the petitions, the press campaigns which the Union has organised in support of the objects which it was formed to promote. A few examples must suffice to indicate the kind of work on which the Union is ceaselessly engaged for the furtherance of the educational and professional ideals for which it stands.

Professional.

a. In 1918 the Union held three mass meetings in London, one at the Memorial Hall and two at the Albert Hall, to demand EQUAL PAY. Mass meetings were also held in such centres as Birmingham, Bristol, and Leeds. It was acknowledged by the Chairman of the Local Authorities Panel of the Burnham Committee that the women's salaries were fixed as high as they were because of the "huge demands for equal pay for men and women." The demands for Equal Pay were made by the N.U.W.T.

b. The Union early saw the need for a voluntary fund to help those teachers (women and men) who retired before 1898. on very small pensions or none. The "OLD GUARD" Fund of the N.U.W.T. was inaugurated more than a year before the matter was taken up by any other Union.

c. In the recent campaign for Equal Franchise the Union used all its resources of initiative, organisation, oratory, and argument to obtain justice for women citizens. It worked strenuously during the Suffrage campaign. Its many activities included the following :—

1. Fortnightly meetings in Hyde Park and weekly street-corner meetings in other parts of London.
2. Innumerable public meetings in all parts of the country.
3. Processions of various branches of the N.U.W.T. which marched under their own banners in Suffrage processions, including the *last* Suffrage procession to Hyde Park.
4. Lobbying in the House of Commons.
5. Representation of women teachers on the *last* Suffrage deputation to wait on any Prime Minister (Miss Froud, General Secretary of the N.U.W.T., acted as Secretary for the organisation of this deputation).

Educational.

This side of the Union's work is necessarily less spectacular, but none the less it is progressive and thorough. The educational activities of the Union fall naturally into four divisions :—

a. PUBLIC DEMONSTRATIONS in defence of a good education for the children. For instance, in 1921 the "Geddes Committee" pressed for drastic and indefensible cuts in the educational service. The N.U.W.T. was the only teachers' Union to hold an open-air demonstration (in Trafalgar Square) against the findings of this Committee. It petitioned the public on behalf of the children, and was the first to send a deputation to the Board of Education on the subject.

b. Educational Conferences and Exhibitions.—These are arranged in many parts of the country by local branches or groups of branches. The outstanding National fixture is the Educational Conference held in the May of each year at the Central Hall, Westminster.

c. Publications.—The N.U.W.T. has done much research work in connection with modern methods of teaching, and has published the results of this research from time to time in pamphlet form, e.g., Individual Teaching, Vertical Classification, Nursery Schools, Teaching of Sex Hygiene, etc., have been dealt with in this way.

d. Committee Work carried on by the Education Committee of the Union. This work goes on daily throughout the year, and includes the collection of information on every aspect of school life. The information is embodied in memoranda addressed to the Board of Education or the appropriate committee. At the request of the Board's Consultative Committee a memorandum has often to be submitted at short notice, and this is usually presented by a Deputation, prepared to support the memorandum by oral evidence.

During recent months the subjects dealt with by the Education Committee have included School Buildings, School Books, School Pictures, Teaching of History, Curricula for Junior Schools, Conditions of Teachers in Rural Areas, and Free Place Examinations.

General.

The N.U.W.T. is prepared to consider any question affecting the interests of women and children.

a.—**Cinemas.**

The need for reform in the nature of the films shown to children was first pointed out by the N.U.W.T., a Conference Resolution on the subject being passed in 1917. A ceaseless campaign has been carried on by the Union ever since.

In 1928 the only British person present at the International Conference at the Hague to consider problems connected with educational films was a member of the Central Council of the N.U.W.T., who had been officially invited.

b.—**Promotion of Peace.**

The N.U.W.T. took part in the great Peace Pilgrimage organised in 1926, when bodies of women from all over the country marched to London to join in a huge demonstration in Hyde Park. The Union is also represented on the Education Committee and the Women's Advisory Council of the League of Nations Union.

c.—**Affiliation with other Societies.**

The N.U.W.T. is affiliated to all the progressive Women's Organisations, and works with them on general questions such as Restrictions on the Employment of Women, Women Police, Women Jurors, Equal Pay for Women Civil Servants, Athletics for Girls, etc.

Legal Department.

All members of the N.U.W.T. are eligible for legal advice and help from this department on all professional questions.

Legal and Tenure Officers.

Chairman, Miss AGNES DAWSON, L.C.C.
Hon. Secretary, Miss PHIPPS, B.A., Barrister-at-law.
Hon. Pensions Secretary, Miss GRINTER.
Solicitors, Messrs. LAMARTINE YATES AND MORGAN.

The Legal and Tenure Committee of the N.U.W.T. is concerned mainly with the difficulties that arise in the course of teachers' professional duties. These are many and various, sometimes affecting the teacher in a way that may hinder the smooth running of the school, and sometimes assuming such proportions that the professional career of the teacher is seriously threatened.

The Committee meets monthly to consider procedure in such cases, and officials attend daily to consider difficulties which demand immediate action.

All types of cases are dealt with by the Legal and Tenure Committee, e.g.,

- Threats and abuse.
- Libel, Assault.
- Attempts to enforce retirements and resignations.
- Friction and secret reports.
- Accidents on the way to or from school.
- Salary and pension queries.

In any professional difficulty the Secretary of the Legal and Tenure Committee at 39 Gordon Square, should be consulted at once.

Provident Sick Fund.

(Registered under the Friendly Societies Act, 1896.)

Chairman, Mrs. TIDSWELL.

Treasurer, Miss SHADBOLT, B.A.

Secretary, Mrs. DAWSON-FOLLETT,
39 Gordon Square, W.C.1.

This Sick Fund is the only sick fund run by women for women. There are two sections, the ordinary and the deposit; both are open to all members of the N.U.W.T. and the latter to students in training. No medical certificate is required from applicants for membership.

The contributions and benefits are as follows:—

Ordinary Section.

CONTRIBUTION.	BENEFIT.
14/- per year.	10/- per week.
21/- ,, ,,	15/- ,, ,,
28/- ,, ,,	20/- ,, ,,
42/ ,, ,,	30/- ,, ,,
56/- ,, ,,	40/- ,, ,,

Full benefit is payable for 26 weeks,
half benefit for 26 weeks,
quarter benefit for 26 weeks.

Deposit Section.

CONTRIBUTION.	BENEFIT.
£1 15s. per year.	£1 1s. per week.
£2 10s. ,, ,,	£1 10s. ,, ,,
£3 10s. ,, ,,	£2 2s. ,, ,,
£4 5s. ,, ,,	£2 11s. ,, ,,
£5 5s. ,, ,,	£3 3s. ,, ,,

In this section all moneys left in the fund at the end of the financial year are shared amongst the members and credited to their Reserve funds in proportion to their contributions.

Mutual Aid Fund.

Chairman, Miss WEBSTER.
Treasurer, Miss SIMS.
Secretary, Miss EGGETT,
39 Gordon Square, W.C.1.

Through this fund financial assistance is given to subscribers, in cases where heavy expenses are incurred through illness; or, in other excep ional circumstances, members and their dependants are helped.

Hospital treatment in a private ward may be arranged on very favourable terms. In cases of particular need, this is granted without fee.

The Fund has a panel of specialists who may be consulted at reduced fees by all members of the Union.

Typical Cases Helped.

1. Member needing sanatorium treatment. Grant of £2 weekly for 8 months.
2. Member with nervous break-down. Fees for specialist and sanatorium paid and an allowance of £2 weekly for a long period.
3. Member with long illness involving several operations. Loan of £50 and grant of £50.
4. Member's dependent niece generously assisted with training-college expenses.

Old Guard Fund.

This fund was established to help retired teachers (men and women) with very inadequate pensions or no pension at all. There are still many names upon the list and hundreds of pounds are disbursed yearly in grants to these old pensioners.

Insurance.

The N.U.W.T. Endowment Assurance Scheme offers very favourable terms to all members of the Union who wish :—

1. To supplement the Government pension.
2. To retire before the age of 60.
3. To provide a sum of money for a definite purpose.
4. To leave a substantial amount at death to dependants.

All classes of Insurance can be transacted under the N.U.W.T. scheme.

"The Woman Teacher."

This weekly paper is the official organ of the N.U.W.T. and is issued free of charge to all members of the Union. Those who wish to know the truth about the present position cannot afford to be without "The Woman Teacher."

Why you should join the N.U.W.T.

BECAUSE—

1.—It is the safest Union for Women Teachers and offers more to progressive women than any other Teachers' Union.

2.—It is the only Teachers' Union working for Equality of Opportunity and Equal Remuneration for Men and Women Teachers.

3.—It is the only Teachers' Union working to gain Equality of Opportunity and Conditions for boy and girl pupils in the schools.

4.—It has always taken an active part in the struggle for Political Freedom for Women.

5.—It will continue its efforts until full Economic Freedom has been won.

Write for particulars to—

THE GENERAL SECRETARY,
39 Gordon Square,
London, W.C.1.

Subscription.

£1 annually per member to Central Fund including LEGAL AID and SUSTENTATION and "The Woman Teacher," plus Local Subscription. NEWLY CERTIFICATED TEACHERS, on signing the Enrolment Form, are admitted to membership without payment of subscription until after the first of the month following the date of appointment to a school, after which the proportionate part of the Annual Subscription shall be payable.

Pupil Teachers, Student Teachers and Students in Training Colleges are admitted to Student Membership without payment of Subscription.

See next page for application for membership.

National Union of Women Teachers.

Application for Enrolment as a Member of the N.U.W.T. to be signed by Students in Training.

Date.....

I, ...

now in training at the.....

.....Training College, wish to be enrolled as a member of the National Union of Women Teachers without payment of any fee until a permanent appointment is obtained. I then undertake to pay the proportionate part of the Annual Subscription for the remainder of the current year.

I wish to be attached to the Local Association for .....

.....District.

Signed.....

Private Address.....

.....

This form should be filled up and sent to the General Secretary,

39 Gordon Square, W.C.1.

The Woman Teacher and Her Vote.

The National Union of Woman Teachers, having taken a very prominent part in the struggle for the political emancipation of women, is now most anxious that every woman should claim her rights as a citizen and use her vote.

Every woman who is a Britsh subject over 21 years of age is entitled to a vote if :—

1. She has lived in the same constituency or an adjoining one for three months; or
2. She has a university degree; or
3. She has occupied business premises of the annual value of £10 or more for the purpose of carrying on her trade or profession.

(A married woman may also be registered on her husband's business qualifications.

The Register is now only made up once a year. The 3 months qualifying period is from April 1st to June 1st. The lists are open from July 15th to August 7th for additions or other corrections, and the register comes into force on October 15th. The Voters' List may be seen at Municipal Offices, at the office of the Registration Officer, and on Church doors.

Every woman over 21 should make sure that her name is included.

Local Education Authorities of England and Wales.

(Showing type of Authority, Address of Education Office, number of schools, and salary scale paid.)

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec	Standard Scale paid.
Anglesey	C	Education Offices, Llangefni	64	3	II.
Bedfordshire	C	Shire Hall, Bedford	136	8	II.
Bedford	B	Bromham Road, Bedford	8	—	III.
Luton	B	3 Manchester Street, Luton	14	—	III.
Berkshire	C	Shire Hall, Reading	201	20	II.
Reading	CB	Blagrave Street, Reading	32	5	III.
Maidenhead ...	B	Guildhall, Maidenhead	5	—	II.
Newbury	B	Municipal Offices, Mansion House Street, Newbury	6	—	II.
New Windsor ...	B	Victoria Street, Windsor	7	—	II.
Brecknockshire ...	C	County Hall, Brecon	85	6	II.
Buckinghamshire ...	C	County Hall, Aylesbury	227	11	II.
Chepping Wycombe	B	Education Offices, Chepping Wycombe	9	—	II.
Cambridgeshire ...	C	County Hall, Cambridge	133	7	I.
Cambridge	B	Guildhall, Cambridge	24	—	II.
Cardiganshire ...	C	56 Portland Street, Aberystwyth	108	6	I.
Carmarthenshire ...	C	County Education Offices, Carmarthen	165	10	II.
Carmarthen	B	31 Quay Street, Carmarthen	6	—	III.
Llanelly	B	Town Hall, Llanelly	12	—	III.
Carnarvonshire ...	C	Castle Street, Carnarvon	147	13	II.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Cheshire	C	City Road, Cheshire	341 ...	30	III.
Birkenhead	CB	Town Hall, Birkenhead	35 ...	8	III.
Chester	CB	Town Hall, Chester	18 ...	5	III.
Stockport	CB	Town Hall, Stockport	35 ...	4	III.
Wallasey	CB	Town Hall, Wallasey	16 ...	5	III.
Congleton	B	Chapel Street, Congleton	7 ...	—	III.
Crewe	B	Municipal Buildings, Crewe	13 ...	—	III.
Dukinfield	B	Town Hall, Dukinfield	9 ...	—	III.
Hyde	B	Technical School, Hyde	10 ...	—	III.
Macclesfield	B	Town Hall, Macclesfield	14 ...	—	III.
Stalybridge	B	Town Hall, Stalybridge	12 ...	—	III.
Cornwall	C	County Hall, Truro	311 ...	26	I.
Falmouth	B	Municipal Buildings, Falmouth	7 ...	—	I.
Penzance	B	8 Parade Street, Penzance	5 ...	—	I.
Cumberland	C	The Courts, Citadel Chambers, Carlisle	243 ...	12	II.
Carlisle	CB	15 Fisher Street, Carlisle...	21...	2	III.
Whitehaven	B	Town Hall, Whitehaven	8 ...	—	II.
Workington ...	B	Education Offices, Workington	10 ..	—	II.
Denbighshire	C	Market Street, Ruthin	143	14	II.
Wrexham	B	Guildhall, Wrexham	4 —	—	II.
Derbyshire	C	St. Mary's Gate, Derby	372 ...	23	II.
Derby	CB	Becket Street, Derby...	34 ...	4	III.
Buxton	B	Town Hall, Buxton	5 ...	—	III.
Chesterfield	B	Foljambe Road, Chesterfield	22 ...	—	III.
Glossop	B	Municipal Buildings, Glossop	13 ...	—	III.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Ilkeston	B	Town Hall, Ilkeston	9	—	III.
Devonshire	C	The Castle, Exeter	498	31	I.
Exeter	CB	39 Southernhay W., Exeter	23	4	II.
Plymouth	CB	Cobourg Street, Plymouth	54	11	III.
Barnstaple	B	The Strand, Barnstaple	12	—	II.
Tiverton...	B	24 Gold Street, Tiverton	9	—	II.
Torquay	B	Town Hall, Torquay	14	—	II.
Dorsetshire	C	County Education Office, High West Street, Dorchester.	252	17	I.
Poole	B	Education Offices, Poole	13		II.
Weymouth and Melcombe Regis	B	9 East Street, Weymouth...	7	—	II.
Durham	C	Shire Hall, Durham	408	22	III.
Darlington	CB	North Lodge, Darlington	22	5	III.
Gateshead	CB	Prince Consort Rd., S. Gateshead ...	27	1	III.
South Shields ...	CB	Town Hall, South Shields	26	2	III.
Sunderland	CB	15 John Street, Sunderland	31	4	III.
W. Hartlepool ...	CB	Park Road, West Hartlepool	16	3	III.
Durham	B	9 Saddler Street, Durham	10	—	III.
Hartlepool	B	Borough Buildings, Hartlepool	10	—	III.
Jarrow	B	Town Hall, Jarrow	9	—	III.
Stockton-on-Tees	B	32 Dovecot St., Stockton-on-Tees	19	—	III.
Felling	UD	Council Buildings, Felling-on-Tyne ...	9	—	III.
Hebburn	UD	2 Coquet Street, Hebburn	6	—	III.
Ely, Isle of	C	County Hall, March, Cambs.	75	6	I.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Essex	C	County Offices, Chelmsford	418 ...	36	III.
East Ham	CB	Town Hall, East Ham	23 ...	1	IV.
Southend...	CB	20 Warrior Square, Southend	15 ...	7	III.
West Ham	CB	95 The Grove, Stratford, E.15	63 ...	5	IV.
Chelmsford	B	Municipal Offices, Chelmsford	7 ...	—	III.
Colchester	B	3 Trinity Street, Colchester	20 ...	—	III.
Harwich	B	42 Church Street, Harwich	9 ...	—	III.
Ilford	B	Cleveland Road, Ilford	16 ...	—	IV.
Leyton	B	Town Hall, Leyton	19 ...	—	IV.
Barking Town ...	UD	East Street, Barking	8 ...	—	IV.
Walthamstow ...	UD	High Street, Walthamstow	24 ...	—	IV.
Flintshire	C	County Offices, Mold	103 ...	12	II.
Gloucestershire ...	C	Shire Hall, Gloucester	371 ...	24	II.
Bristol	CB	Guildhall, Bristol...	93 ...	17	III.
Gloucester	CB	New Inn Chambers, King Street, Gloucester	19 ...	4	II.
Cheltenham	B	Mun. Offices, Promenade, Cheltenham	20 ...	—	II.
Glamorganshire ...	C	Education Dept., County Hall, Cardiff	212 ...	31	III.
Cardiff	CB	City Hall, Cardiff	46 ...	8	III.
Merthyr Tydfil ...	CB	Town Hall, Merthyr Tydfil	28 ...	4	III.
Swansea	CB	Dynevor Place, Swansea	48 ...	5	III.
Neath	B	38 Queen Street, Neath	10 ...	—	III.
Port Talbot	B	Municipal Buildings, Aberavon	11 ...	—	III.
Aberdare	UD	42 High Street, Aberdare	21 ...	—	III.
Barry	UD	Public Offices, Holton Road, Barry ...	9 ...	—	III.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Mountain Ash ...	UD	Town Hall, Mountain Ash	21	—	III.
Pontypridd	UD	Tyfica Road, Pontypridd	15	—	III.
Rhondda	UD	Education Offices, Pentre, Rhondda ...	42	—	III.
Hampshire	C	The Castle, Winchester	338	22	II.
Bournemouth ...	CB	Town Hall, Bournemouth	22	6	III.
Portsmouth	CB	Town Hall, Portsmouth	40	7	III.
Southampton ...	CB	St. Mary's Road, Southampton	36	7	III.
Aldershot	B	4 Station Road, Aldershot	5	—	III.
Gosport	B	Education Offices, Gosport	13	—	III.
Winchester	B	3 The Square, Winchester	15	—	II.
Herefordshire	C	Shire Hall, Hereford	74	9	I.
Hereford...	B	Union Street, Hereford	12	—	I.
Hertfordshire	C	Education Dept., Hertford	244	27	III.
Hemel Hempstead	B	Town Hall, Hemel Hempstead	7	—	III.
Huntingdonshire ...	C	Waldon House, Huntingdon	87	5	I.
Kent	C	"Springfield", Maidstone	434	58	III.
Canterbury	CB	15 Burgate Street, Canterbury	11	4	III.
Bromley...	B	Municipal Buildings, Bromley, Kent ...	20	—	IV.
Chatham	B	Town Hall, Chatham	11	—	III.
Deal	B	17-18 Oak Street, Deal	5	—	III.
Dover	B	Brook House, Dover	13	—	III.
Faversham	B	20 West Street, Faversham	6	—	III.
Folkestone	B	Old Harvey Grammar Sch. Folkestone	11	—	III.
Gillingham	B	Gardiner Street, Gillingham	12	—	III.
Gravesend	B	Town Clerk's Office, Gravesend	10	—	III.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Maidstone	B	38 Earl Street, Maidstone	11 ...	—	III.
Margate	B	13 Grosvenor Place, Margate	9 ...	—	III.
Ramsgate	B	Albion House, Ramsgate	10 ...	—	III.
Rochester	B	Guildhall, Rochester	9 ...	—	III.
Tunbridge Wells	B	Town Hall, Tunbridge Wells	17 ...	—	III.
Beckenham	UD	14 Bromley Road, Beckenham	6 ...	—	IV.
Erith...	UD	Picardy, Belvedere, Kent	10 ...	—	IV.
Penge	UD	Town Hall, Anerley, S.E.20	5 ...	—	IV.
Lancashire	C	County Offices, Preston	688 ...	44	III.
Barrow-in-Furness	CB	Town Hall, Barrow-in-Furness	21 ...	2	III.
Blackburn	CB	Library Street, Blackburn	45 ...	3	III.
Blackpool	CB	Town Hall Street, Blackpool	16 ...	4	III.
Bolton	CB	Nelson Square, Bolton	55 ...	5	III.
Bootle	CB	Town Hall, Bootle	13 ...	2	III.
Burnley	CB	Education Offices, Manchester Road, Burnley	29 ...	2	III.
Bury	CB	Moss Street, Bury	23 ...	4	III.
Liverpool	CB	14 St. Thomas Street, Liverpool	166 ...	21	III.
Manchester ...	CB	Deansgate, Manchester	179 ...	16	III.
Oldham	CB	Union Street West, Oldham	36 ...	3	III.
Preston	CB	Roebuck Chambers, Lancaster Road, Preston	39 ...	5	III.
Rochdale	CB	Baillie Street, Rochdale	29 ...	1	III.
St. Helen's ...	CB	Hardshaw Hse., Cotham St., St. Helen's	37 ...	4	III.
Salford	CB	Chapel Street, Salford	61 ...	7	III.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Southport	CB	Municipal Buildings, Southport	18	5	III.
Warrington ...	CB	Sankey Street, Warrington	23	2	III.
Wigan	CB	Education Offices, Wigan	27	3	III.
Accrington	B	Gothic House, St. James St., Accrington	15	—	III.
Ashton-under-Lyne	B	8 Warrington St., Ashton-under-Lyne	13	—	III.
Bacup	B	Stubbylee Hall, Bacup	11	—	III.
Chorley	B	Town Hall, Chorley	12	—	III.
Clitheroe	B	Town Clerk's Office, Clitheroe	5	—	III.
Colne	B	Town Hall, Colne	8	—	III
Darwen	B	Holker House, Darwen	19	—	III.
Eccles	B	Clarendon Road, Eccles	16	—	III.
Haslingden	B	Municipal Offices, Haslingden	7	—	III.
Heywood	B	Municipal Buildings Heywood	11	—	III.
Lancaster	B	Town Hall, Lancaster	15	—	III.
Leigh	B	Town Hall, Leigh	18	—	III.
Lytham St. Annes	B	Education Offices, Lytham St. Anne's	8	—	III.
Middleton	B	Town Hall, Middleton	12	—	III.
Morecambe	B	10 Morecambe Street, Morecambe ...	4	—	III.
Mossley	B	Town Hall, Mossley	6	—	III.
Nelson	B	Market Street, Nelson	11	—	III.
Rawtenstall	B	Peel St., Cloughfold, via Manchester	20	—	III.
Widnes	B	Town Hall, Widnes	12	—	III.
Chadderton	UD	Town Hall, Chadderton	13	—	III.
Farnworth	UD	Town Hall, Farnworth	8	—	III.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Hindley	UD	Council Offices, Hindley	11	—	III.
Ince-in-Makerfield	UD	Council Offices, Ince, nr. Wigan ...	8	—	III.
Radcliffe...	UD	Council Offices, Radcliffe	13	—	III.
Stretford...	UD	Council Offices, Talbot Road, Old Trafford, Manchester	15	—	III.
Swinton and Pendlebury	UD	Council Offices, Swinton, Manchester	11	—	III.
Waterloo with Seaforth	UD	Town Hall, Waterloo	9	—	III.
Leicestershire	C	Grey Friars, Leicester	265	14	II.
Leicester	CB	Town Hall, Leicester	60	7	III.
Loughborough ...	B	Ashby Road, Loughborough	10	—	II.
Lincolnshire Holland	C	Holland House, High Street, Spalding	82	6	II.
Boston	B	Municipal Buildings, Boston	6	—	II.
Lincolnshire Kesteven	C	64 London Road, Grantham	178	7	I.
Lincolnshire, Lindsey	C	286 High Street, Lincoln	321	—	II.
Grimsby	CB	Eleanor Street, Grimsby	17	2	III.
Lincoln	CB	Education Dept., Corporation Offices, Saltergate, Lincoln	22	4	III.
London	C	County Hall, Westminster Bridge, S.E.1	964	110	IV.
Merionethshire ...	C	County Offices, Dolgelly	74	7	I.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Middlesex	C	40 Eccleston Square, S.W.1	123 ...	64	IV.
Acton	B	Winchester Street, Acton, W.3	11 ...	—	IV.
Ealing	B	Town Hall, Ealing, W.5	13 ...	—	IV.
Hornsey	B	6 Topsfield Parade, Crouch End, N.8	11 ...	—	IV.
Twickenham ...	B	Town Hall, Twickenham	10 ...	—	IV.
Chiswick	UD	Town Hall, Chiswick	6 ...	—	IV.
Edmonton	UD	Brettenham Road, Upper Edmonton, N.18	11 ...	—	IV.
Enfield	UD	Elm House, Gentleman's Row, Enfield	21 ...	—	IV.
Finchley	UD	Education Office, Church End, N.3 ...	8 ...	—	IV.
Hendon	UD	Town Hall, Hendon, N.W.4	15 ...	—	IV.
Heston and Isleworth	UD	Council House Hounslow	14 ...	—	IV.
Tottenham	UD	Philip Lane, S. Tottenham	29 ...	—	IV.
Willesden	UD	Dyne Road, Kilburn, N.W.6	32 ...	—	IV.
Wood Green ...	UD	10 Stuart Crescent, Wood Green, N.22	8 ...	—	IV.
Monmouthshire ...	C	County Hall, Newport, Mon.	196 ...	17	III.
Newport	CB	Charles Street, Newport, Mon.	20 ...	7	III.
Abertillery	UD	Queen Street, Abertillery	15 ...	—	III.
Ebbw Vale	UD	Education Offices, Ebbw Vale	12 ...	—	III.
Montgomeryshire ...	C	County Education Offices, Newtown ...	100 ...	9	I.
Norfolk	C	Shire Hall, Norwich	489 ...	12	I.
Gt. Yarmouth ...	CB	28 South Quay, Gt. Yarmouth	14 ...	2	II.
Norwich...	CB	12 St. Giles Street, Norwich	34 ...	5	III.
Kings Lynn ...	B	London Road, Kings Lynn	8 ...	—	II.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Northamptonshire ...	C	County Education Offices, Northampton	263	10	II.
Northampton ...	CB	4 St. Giles Street, Northampton ...	22	4	III.
Kettering	UD	Council Offices, High St. Kettering ...	10	—	III.
Northumberland ...	C	The Moot Hall, Newcastle-on-Tyne ...	294	18	III.
Newcastle-on-Tyne	CB	Northumberland Road, Newcastle-on-Tyne	56	10	III.
Tynemouth	CB	South Preston Villa, North Shields ...	15	2	III.
Blyth	B	Wellington House, Blyth	12	—	III.
Wallsend	B	Town Hall, Wallsend-on-Tyne	12	—	III.
Nottinghamshire ...	C	Shire Hall, Nottingham	260	12	II.
Nottingham	CB	South Parade, Nottingham	71	4	III.
East Retford ...	B	Town Hall, East Retford	7	—	II.
Mansfield	B	Midland Bank Chambers, Mansfield ...	11	—	III.
Newark	B	Old Magnus Buildings, Newark	7	—	II.
Oxfordshire	C	County Offices, Oxford	212	8	I.
Oxford	CB	Town Hall, Oxford	26	6	II.
Banbury	B	Town Hall, Banbury	6	—	I.
Pembrokeshire ...	C	County Offices, Haverfordwest	127	8	I.
Pembroke	B	Education Offices, Pembroke	7	—	I.
Peterborough ... ... (Soke of)	C	Cross Street, Peterborough	19	3	II.
Peterborough ...	B	Queen Street, Peterborough	14	—	II.
Radnorshire	C	Education Offices, Llandrindod Wells	52	2	I.
Rutland	C	Education Office, Oakham	39	1	I.
Shropshire	C	County Buildings, Shrewsbury	285	24	II.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Shrewsbury	B	Guildhall, Dogpole, Shrewsbury	13	—	II.
Somersetshire	C	County Education Office, Weston-Super-Mare	466	33	II.
Bath	CB	Guildhall, Bath	26	8	II.
Bridgwater	B	Town Clerk's Office, Bridgwater ...	5	—	II.
Taunton	B	Municipal Buildings, Taunton	11	—	II.
Yeovil	B	Town Clerk's Office, Yeovil	6	—	II.
Staffordshire	C	Education Offices, Stafford	358	20	III.
Burton-on-Trent ...	CB	Guild Street, Burton-on-Trent	18	2	III.
Smethwick	CB	Council House, High St., Smethwick	13	1	III.
Stoke-on-Trent ...	CB	Town Hall, Hanley	91	4	III.
Walsall	CB	Council House, Walsall	27	2	III.
W. Bromwich ...	CB	Highfields, West Bromwich	18	1	III.
Wolverhampton ...	CB	North Street, Wolverhampton	26	7	III.
Newcastle-under-Lyme	B	Lad Lane, Newcastle-under-Lyme ...	5	—	III.
Wednesbury ...	B	Wallsall Street, Wednesbury	10	—	III.
Bilston	UD	Town Hall, Bilston	10	—	III.
Cannock	UD	Council Offices, Cannock	18	—	III.
Coseley	UD	Somerset House, Coseley	9	—	III.
Rowley Regis ...	UD	Council House, Old Hill, Staffs.	14	—	III.
Tipton	UD	Owen Street, Tipton	11	—	III.
Wolstanton United	UD	Council House, Wolstanton	13	—	III.
Suffolk (East)	C	County Hall, Ipswich	228	11	I.
Ipswich	CB	Tower House, Ipswich	26	4	II.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Lowestoft	B	Town Hall, Lowestoft	16	—	II.
Suffolk (West) ...	C	Education Offices, Abbey Ruins House, Bury St. Edmunds	154	7	I.
Bury St. Edmunds	B	Town Hall, Bury St Edmunds	9	—	I.
Surrey	C	County Education Offices, Penrhyn Rd., Kingston-on-Thames	276	49	III.
Croydon	CB	Katherine Street, Croydon	35	12	IV.
Guildford	B	Technical Institute, Park St., Guildford	9	—	III.
Kingston-on-Thames	B	Technical Institute, Kingston-on-Thames	8	—	III.
Reigate	B	Municipal Buildings, Reigate	12	—	III.
Richmond	B	39 George St., Richmond, Surrey ...	10	—	IV.
Wimbledon	B	12 Queens Road, Wimbledon	9	—	IV.
Sussex (East)	C	County Education Offices, Fisher Street, Lewes	173	22	II.
Brighton	CB	54 Old Steine, Brighton	31	6	III.
Eastbourne	CB	Meads Road, Eastbourne	14	17	III.
Hastings	CB	18 Wellington Square, Hastings	22	7	III.
Bexhill	B	Town Hall, Bexhill	7	—	III.
Hove	B	Third Avenue, Hove	7	—	III.
Lewes	B	Eastgate Street, Lewes	8	—	II.
Sussex (West)	C	Westgate, Chichester	155	12	II.
Chichester	B	Westgate, Chichester	7	—	II.
Worthing	B	Municipal Offices, Tudor Lodge, Worthing	12	—	III.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Warwickshire	C	Education Offices, Warwick	258 ...	16	II.
Birmingham ...	CB	Council House, Margaret Street, Birmingham	192 ...	22	III.
Coventry	CB	Council House, Coventry	28 ...	4	III.
Nuneaton	B	Coventry Street, Nuneaton	13 ...	—	III.
Royal Leamington Spa	B	27 Binswood Avenue, Leamington Spa	8 ...	—	II.
Sutton Coldfield	B	Council House, Sutton Coldfield ...	10 ...	—	III.
Westmorland	C	Lowther House, Kendal	107 ...	11	I.
Kendal	B	14 Kent Street, Kendal	8 ...	—	II.
Wight, Isle of ...	C	County Hall, Newport, I. of W.	56 ...	3	I.
Newport	B	37 Quay Street, Newport, I. of W. ...	4 ...	—	I.
Wiltshire	C	Education Dept., County Offices, Trowbridge	317 ...	17	I.
Salisbury	B	Municipal Offices, Salisbury	9 ...	—	II.
Swindon	B	22 Regent Circus, Swindon	14 ...	—	III.
Worcestershire ...	C	37 Foregate Street, Worcester	229 ...	17	II.
Dudley	CB	St. James' Road, Dudley	21 ...	2	III.
Worcester	CB	Tudor House, Friar St. Worcester ...	18 ...	4	II.
Kidderminster ...	B	Town Hall, Kidderminster	11 ...	—	II.
Oldbury	UD	Education Offices, Oldbury, Worcs. ...	13 ...	—	III.
Yorks. East Riding	C	County Hall, Beverley	211 ...	5	II.
Kingston-upon-Hull	CB	Guildhall, Hull	61 ...	7	III.
York	CB	Clifford Street, York	27 ...	9	III.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools. Prim.	Schools. Sec.	Standard Scale paid.
Beverley	B	Town Clerk's Office, Beverley	6	--	II.
Bridlington	B	Oxford Street, Bridlington	3	—	II.
Yorks. North Riding	C	County Hall, Northallerton	388	20	II.
Middlesbrough ...	CB	Woodlands Road, Middlesbrough	25	5	III.
Scarborough ...	B	Yorkshire Penny Bank Chambers, Huntriss Row, Scarborough	9	—	II.
Yorks. West Riding	C	County Hall, Wakefield	849	61	III.
Barnsley	CB	Church Street, Barnsley	25	2	III.
Bradford	CB	Town Hall, Bradford	87	13	III.
Dewsbury	CB	Town Hall, Dewsbury	23	2	III.
Doncaster	CB	Wood Street, Doncaster	16	2	III.
Halifax	CB	West House, King Cross St., Halifax ...	31	6	III.
Huddersfield	CB	Peel Street, Huddersfield	39	4	III.
Leeds	CB	Calverley Street, Leeds	118	15	III.
Rotherham	CB	Imperial Buildings, Rotherham	22	2	III.
Sheffield	CB	Leopold Street, Sheffield	116	9	III.
Wakefield	CB	Town Hall, Wakefield	22	4	III.
Batley	B	Brunswick Street, Batley	13	—	III.
Brighouse	B	Manor House, Brighouse	10	—	III.
Harrogate	B	5 Haywra Crescent, Harrogate	10	—	III.
Keighley	B	Cooke Street, Keighley	15	—	III.
Morley	B	Town Hall, Morley	7	—	III.
Ossett	B	Town Hall, Ossett	7	—	III.
Pontefract	B	Municipal Offices, Pontefract	7	—	III.
Pudsey	B	Education Offices, Pudsey	6	--	III.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

Authority.	Type.	Address of Education Officer.	Schools Prim.	Schools Sec.	Standard Scale paid.
Todmorden	B	Rise Lane, Todmorden	15 ...	—	III.
Shipley	UD	Saltaire Road, Shipley	8 ...	—	III.
Spenborough ...	UD	Bradford Road, Cleckheaton	19 ...	—	III.
Scilly, Isles of ...	C	Council Office, St. Mary's, Isles of Scilly	5 ...	—	I.

C.—County. **C.B.**—County Borough. **B.**—Borough. **U.D.**—Urban District.

The Standard Scales for Teachers in Elementary Schools.

(as amended by Lord Burnham's Award, 1925).

There are 4 scales. Scale IV. is only paid at present in London and the Extra-Metropolitan Districts. The annual increment throughout the scales for certificated teachers (head or assistant) is £12 for a man and only £9 for a woman; for uncertificated teachers it is £7 10s. for a man and only £6 for a woman.

No increment is payable until the end of 2 years' service. One increment is added to the minimum for teachers who have completed a three years' course in a training college or are graduates of a British University, and 2 increments for those teachers who have completed a 4 years' course in a training college and are graduates of a British university.

Less than two years' college training involves beginning one increment below the minimum.

Minima and Maxima of Standard Scales.

Assistant Teachers.

Scale	Status	Man	Woman
I.	Uncert.	Min. £102	Min. £93
		Max. £156	Max. £144
	Cert.	Min. £168	Min. £150
		Max. £312	Max. £246
II.	Uncert.	Min. £102	Min. £93
		Max. £156	Max. £144
	Cert.	Min. £168	Min. £150
		Max. £330	Max. £258
III.	Uncert.	Min. £108	Min. £99
		Max. £174	Max. £153
	Cert.	Min. £180	Min. £162
		Max. £366	Max. £288
IV.	Uncert.	Min. £117	Min. £108
		Max. £192	Max. £162
	Cert.	Min. £192	Min. £180
		Max. £408	Max. £324

Head Teachers.

The schools are arranged in 5 grades according to the average attendance, as follows:—

Grade I.—Not over 100.

Grade II.—Over 100, not over 200.

Grade III.—Over 200, not over 300.

Grade IV.—Over 350, not over 500.

Grade V.—Over 500.

There is a promotion increment for each grade. Under Scale I. and II. this is £18 for a man, only £13 10s. for a woman. Under Scale III. and IV. this is £24 for a man, only £18 for a woman.

There is no fixed minimum salary for a

head-teacher. The assistant appointed to a headship receives as commencing salary the assistant's minimum plus £9 for every year of certificated service except the first, and the appropriate number of promotion increments, providing always that the maximum of the particular grade is not exceeded.

Maxima for Head Teachers.

	Scale I.		Scale II.		Scale III.		Scale IV.	
	Men	Women	Men	Women	Men	Women	Men	Women
Grade I.	£348	£276	£360	£288	£402	£318	£450	£360
Grade II.	£378	£300	£378	£315	£438	£348	£489	£390
Grade III.	£408	£324	£408	£342	£474	£378	£528	£423
Grade IV.	£438	£348	£438	£369	£510	£408	£567	£456
Grade V.	£468	£372	£468	£396	£546	£438	£606	£486
Local Education Authorities may regard schools not exceeding 40 as Grade O:—	£327	£261	£345	£273	£381	£303	£423	£339

The Promotion increment for all Grade O schools is £18 for men and only £13 10s. for women.

CENTRAL SCHOOLS.—Teachers in Central Schools are paid on the same basis as teachers in the ordinary public elementary schools, but local authorities may grant extra allowances to a percentage of the staffs in these schools who hold posts of special responsibility, or have special qualifications.

SPECIAL SCHOOLS.—Certificated and uncertificated teachers in Special Schools receive each year one increment more than they are entitled to by length of service, provided that such increment does not carry them beyond the ordinary maximum of the scale.

Heavily as the original Burnham Scales were weighted against women, the present (1925) scales differentiate still more strongly between men and women teachers.

In the original scales the increment for men and women was the same, £12 10s.

In the present scales the increment for men is £12, but for women only £9.

Loses and Gains under the 1925 Award over a teaching service of 44 years.

The figures given below refer to Certificated Assistant Teachers.

Scale I.—Women LOSE £273; Men GAIN £20.

Scale II.—Women LOSE £297; Men GAIN £117.

Scale III.—Women LOSE £359; Men GAIN £75.

Scale IV.—Women LOSE £367; Men LOSE £50.

Effect of these Inequalities on Pensions.

Besides these enormous differences between the salaries of men and women teachers, since pensions are based on salaries, it follows that a woman receives a smaller pension, a smaller lump sum, a smaller breakdown allowance than her man colleague of the same status.

The average pension drawn by a man teacher is £192.

The average pension drawn by a woman teacher is £123.

The average lump sum drawn by a man-teacher is £527.

The average lump sum drawn by a woman teacher is £334.

The National Union of Women Teachers is the only teachers' organisation which has consistently worked to remove these injustices. The Union stands for :—

a. Equal Pay for men and women teachers of the same professional status.

b. Equal Pensions for men and women teachers of the same professional status.

c. One national scale of salaries.

If you care for these principles of equality, fill in the membership application form, and forward it to

THE GENERAL SECRETARY,
39 Gordon Square, W.C.1.

Teaching Service Recognised for Increments.

(a) Teaching service in the following classes of educational institutions, grant-aided or recognised as efficient, in England and Wales, and the corresponding institutions in Scotland, the Isle of Man, Guernsey and Jersey :—

Public Elementary Schools;
Certified Efficient Elementary Schools in England and Wales;
Special Subjects Centres;
Special Schools (both Day and Boarding);

Secondary Schools;
Pupil Teacher Centres;
Training Colleges;
Poor Law Schools;
Reformatory and Industrial Schools;
Day Continuation Schools;
Continuation Classes for Blind, etc., students;
Juvenile Unemployment Centres;
Ministry of Labour Home Training Centres;
Junior Technical Schools;
Schools of Nautical Training;
Nursery Schools and Classes;
Technical Schools, Schools of Art.

(b) Teaching service in Army Schools for soldiers' children in any part of the world.

(c) Full time teaching service rendered overseas by teachers employed by Local Education Authorities in England or Wales who proceed to the Overseas Dominions, States and Provinces under the "interchange" arrangements approved by the Board may, upon their return, be included in the calculation of salary increments.

If a teacher contemplates service which does not come under one of the above categories she should consult

THE PENSIONS AND SALARIES SECRETARY,
39 Gordon Square,
London, W.C.1.

The Teachers' Pension Scheme.

(under the Teachers' Superannuation Act, 1925).

The Act of 1925 provides for the following benefits :—

a. An annual pension at the age of 60.
b. A lump sum at the age of 60.
c. A disablement allowance after a minimum of 10 years' service.
d. A short service gratuity after a minimum of 3 years' service.
e. A death gratuity after a minimum of 5 years' service.

A candidate for any post should ascertain whether the service in that post is pensionable under the Teachers' Superannuation Act.

A.—Kinds of Service.

Certificated, Uncertificated, or Special Subjects Teachers may reckon as pensionable :—

a. Recognised Service, i.e., service rendered before April 1st, 1926, in a school recognised for grant by the Board of Education, provided that superanuation contributions have been paid since May 31st, 1922.

b. "Contributory Service" since 1st April, 1926, i.e., service of which the salary has suffered the 5 per cent. deduction due under the School Teachers' Superannuation Act.

NOTE.—Absence on sick leave shall be treated as service subject to the following conditions :—

1. The employer must approve such absence as service.
2. The teacher must not have been absent on sick leave for more than three months continuously.
3. The teacher must not have received a certificate of permanent incapacity.
4. Not less than half-pay must have been received.
5. Not more than 3 months' sick leave in any financial year shall be treated as service.

"Qualifying Service" is service as a teacher which does not come within the provisions of the School Teachers' Superannuation Act (e.g., service in a Poor Law Institution) but which may be used for making the number of *years* up to 30, but cannot be used for reckoning the amount of pension.

B.—**Qualification for Pension.**

1. At least 30 complete years of service (a married woman, absent from service during marriage, may count not more than 10 years of such absence as qualifying service).

or

2. Service amounting to two-thirds of the time between the date of entering recognised or contributory service and the date of attaining the age of 65 (provided

that not less than 10 years' recognised or contributory service has been given).

or

3. Service amounting to half the number of years between the date of passing the certificate examination and the date of attaining the age of 65. (This only applies to teachers who taught prior to 1st April, 1919, and who contributed under the Act of 1898.)

C.—**Disablement Allowance.**

This allowance is paid to a teacher who has rendered at least 10 years' contributory or recognised service, and is permanently unfit to continue work as a teacher. The teacher should apply to the Board of Education for Form 18 Pen. When she has filled in the required information this should be returned to the Secretary of the Board of Education, and a doctor, whose fee the teacher must pay, will be appointed by the Board to examine the applicant. If the teacher is certified as permanently unfit to continue teaching a Disablement Allowance and lump sum will be awarded.

IMPORTANT.—A break-down allowance must be claimed *within* 6 months of ceasing to be in pensionable service. It is important to remember that pensionable service stops directly a teacher ceases to pay superannuation contributions, and in this connection it must be noted that the Board of Education are not obliged to recognise as pensionable more than 3 months' sick leave in any financial year; therefore a teacher who has to

draw a break-down allowance should make application for it as soon as she ceases paying superannuation contributions.

D.—**Short Service Gratuity.**

This gratuity is paid to a teacher who has broken down in health before completing 10 years of service. She must have been employed in recognised or contributory service for not less than 3 years, and application must be made within 6 months of ceasing to be so employed.

This gratuity (a single payment) is not more than one-twelfth of the average for each completed year of recognised or contributory service.

E—.**Death Gratuity.**

This is paid to the legal representative of a teacher who has given at least 5 years' pensionable service, and who dies while in contributory service.

The amount of the gratuity may be :—

a. The average salary;

b. *The average salary* × *No. of years of service;* divided by 30.

or

c. The amount of the contributions paid in by the teacher.

The greatest of these three amounts is the one paid.

F.—**Calculation of Pension and Lump Sum.**

The amount of the annual pension and the lump sum which are paid to a teacher either by way of break-down allowance, or as a

pension at the age of 60, are both based on the average salary for the last 5 years of service.

PENSION.—The amount of pension is the average salary divided by 80 and multiplied by the number of *completed* years of recognised or contributory service. Not more than 40 years may be counted. Thus half the average salary is the maximum pension.

LUMP SUM.—The amount of the lump sum is the average salary divided by 30 and multiplied by the number of *completed* years of recognised or contributory service. Not more than 45 years may be counted. Thus $1\frac{1}{2}$ times the average salary is the maximum lump sum.

G.—**Return of Contributions.**

When a teacher ceases to be employed in contributory service before she is qualified to receive a superannuation allowance or a short service gratuity she shall, if she continues not to be so employed for a continuous period amounting to one year, be entitled to be repaid a sum equal to the balance of her contributions.

Note.

A teacher is entitled to the return of her contributions when she has ceased to be employed in contributory service for a continuous period of 6 months where either:—

(a) recognition of a teacher has been withdrawn by the Board, or

(b) a woman teacher has married since the cessation of her employment or within the period of twelve months preceding the cessation of her employment.

If she subsequently returns to recognised service with the idea of qualifying for a pension, she can repay the amount refunded with 3½% Compound Interest, from the date the money was refunded to her to the date at which she repays it.

If such a teacher does not claim the return of her contributions, they will be repaid to her with 3% Compound Interest, when she attains the age of 65, or on her application at any time after she has ceased to be employed as a teacher for one year. If she dies before reaching the age of 65 and has not reclaimed her contributions the amount due will be paid to her legal representative.

General Hints.

1. Keep an exact record with dates of all service rendered.

2a. *Application* for pension should be made to :—

Secretary,
Board of Education (Pensions Branch),
Chadwick Street, London, S.W.1.

b. Correspondence in respect of *payment* of pension after award should be addressed to :—

H.M. Paymaster General,
Whitehall, London, S.W.1.

3. Application *should* be made at least 3 months before the date on which the pension becomes due, and *must* be made *within* 6 *months* after that date.

4. In any correspondence referring to pension you must give :—

a. Names in full.

b. Date of birth.

c. Registered number.

5. The Board will not supply you with a record of your service. The new Service Books supply all records, now they are in circulation.

6. If in doubt on any point concerning pension or pensionable service apply :—

Hon. Pensions Secretary,
39 Gordon Square, W.C.1.

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